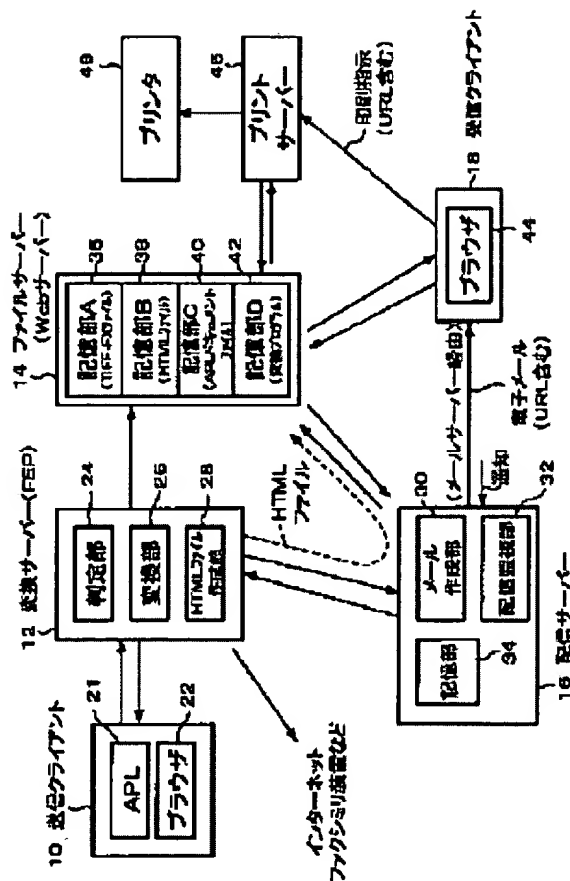


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- international: G06F13/00; G06F12/00; H04L12/54; H04L12/58  
- european:  
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**PROBLEM TO BE SOLVED:** To perform a rational distribution of documents between clients while reducing the load on a network.

**SOLUTION:** Document files in each kind of format are converted into an image file (TIFF-FX file) in a common format in a conversion server 12. Then, an HTML file including location information (URL) on a file server 14 of the image file is prepared, and an HTML file 28 is also stored on the file server 14. A distribution server 16 prepares an electronic mail including the URL of the HTML file, and transmits it to a receiving client 18. The receiving client 18 performs access to the HTML file, and obtains an image file. A conversion program is stored in the file server 14, and the image file is defrosted by the conversion program in the receiving client 18. An original document file is stored in the file server 14, and used by the receiving client 18 as necessary.



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